## REPORT FOR WEEK ENDING 28 March 1956 from FORMS MANAGEMENT BRANCH

Completed Projects DD/S Area

25X1A9a

1. Periodic Step Increase - Certification and Authentication Forms Final coordination of drafts, specifications and stocking requirements on these forms (Form 560, 560a and 560b) hase now been accomplished with the Office of Personnel and the Machine Records Division, Office of the Comptroller. The requested delivery date placed on the manufacturer (Standard Register Company) for these forms is 1 June 1956. It is expected they will be put into use as soon as they have been received.

Pending Projects DD/S Area

25X1A9a

1. Traffic Volume and Summary Forms ( - This office has received requests from OC-S for assistance in the development of a revision of Form 492 and two additional (new) forms. These forms will be used for the purpose of recording and maintaining records, by fiscal year, of cable traffic through-

## PENDING ACTIONS SUMMARY

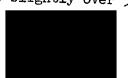
TYPE New Revision Reprint	DD/I 5 4 2	DD/P 11 3	DD/S 8 7	STOCK I	TOTAL 25 14
Total II		14	16	44	85

## COMPLETED ACTIONS SUMMARY

TYPE New Revision Reprint Total	DD/I - - - - - - - - - - - - -	DD/P 3 3 1	DD/S 4 2 4	STOCK 5 1 5	TOTAL 12 6 14	NUMBER OF COPIES 57,900 52,500 179,000
10091	- 4	7	10	II	32	289,400

Redesignations 3

Backlog has been reduced from 7 weeks to slightly over 5 weeks.



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